

**MINUTES OF THE  
BUILDINGS & GROUNDS COMMITTEE MEETING  
May 17, 2010**

**Members Present:** Chairman Jim Sharon; Paul Dean; Scott Holewinski; and John Hoffman.

**Members Excused:** Billy Fried.

**Others Present:** Curt Krouze, Buildings & Grounds Director; Joe Brauer, Rhinelander-Oneida County Airport Manager; Ken Kortenhof, Emergency Management Director; John Sweeney, Oneida County Sheriff's Department Chief Deputy; Dan Hess, Lieutenant, Oneida County Sheriff's Department; Dianne Jacobson, Department On Aging Director; Dan Kuzlik, UW Extension Community Resource Development Agent/Department Head; John Potters, County Coordinator; Kevin Boneske, *The Daily News*; Brian Desmond, Corporation Counsel; District 18 Supervisor Peter Wolk; and LuAnn Brunette, Buildings & Grounds Leadperson.

**CALL TO ORDER**

Chairman Sharon indicated by telephone that he would arrive late to the meeting. Pursuant to county code, Oneida County Board of Supervisors Chairman Ted Cushing was contacted for an appointment of a member to serve as Acting Chairman until election of a Vice Chair was conducted. County Board Chairman Cushing appointed Supervisor Holewinski Acting Chairman.

Acting Chair Holewinski called the meeting to order at approximately 10:10 a.m. in Committee Room #1 of the Oneida County Courthouse. He noted that the meeting notice had been properly posted and mailed in accordance with the Wisconsin Open Meeting Law and accommodations would be made for qualified individuals pursuant to the Americans with Disabilities Act.

**APPROVE AGENDA**

Motion to approve the agenda by Dean/Hoffman. All aye on voice vote.

**INTRODUCTION OF NEW COMMITTEE MEMBER**

It was noted that this item could be placed on the June committee meeting notice.

**ELECT VICE CHAIR**

Motion by Dean/Holewinski to nominate and elect John Hoffman as Oneida County Buildings & Grounds Committee Vice Chair. All aye on voice vote.

Vice Chair Hoffman took over duties of running the meeting at this time.

**APPROVE MINUTES OF PREVIOUS MEETING(S)**

Motion to approve the committee meeting minutes of April 19, 2010 with no additions, deletions or corrections by Holewinski/Dean. All aye on voice vote.

**ADJUSTMENT TO LEASED SPACE FOR UNIVERSITY OF WISCONSIN-EXTENSION AT RHINELANDER-ONEIDA COUNTY AIRPORT FACILITY**

Joe Brauer and Dan Kuzlik were present for this discussion.

Brauer stated the possibility of the UW leaving part or all of the leased space at the Rhinelander-Oneida County Airport, and the possibility of the TSA (Transportation Safety Administration) being interested in rental of additional space has been discussed previously at this committee level. Brauer indicated that representatives of the TSA contacted him with a request to rent approximately 575 square feet currently rented by the county for use as a TSA training space. He discussed the four-month notice of lease termination outlined in the lease agreement. Brauer stated that if the county would agree to vacating the space, the TSA would take occupancy of the 575 square feet being discussed by August 1, 2010, or if that is not possible, the TSA would not be able to rent the space until January of 2011 because of the way the federal fiscal year falls. Brauer noted that the lease agreement for UW space would be reduced by approximately \$623. Brauer stated that he and the airport commission want to make sure that this will not affect the UW's day-to-day operations, noting that the UW staff have been great tenants throughout the years. He stated that not being able to provide the TSA with the space by August 1<sup>st</sup> may be problematic in that the new budget year could result in budget cuts that might make it impossible for the TSA to rent the space if the TSA's lease agreement is not finalized prior to August, which could be avoided by renting during the present fiscal year.

Supervisor Dean questioned if the space is going to be used by the TSA for training, could the UW utilize the space at times when training would not be taking place.

Brauer responded that would absolutely not be possible.

Kuzlik addressed the group noting that everyone has been aware that eventually the lease agreement issue would come down to this, which is the reason staff has been looking for a long term solution. He stated that the office space is currently being used by a nutritionist, public groups and part as a common equipment room. He continued, once TSA takes occupancy, it will be inaccessible. Kuzlik recommended against agreeing to the August 1<sup>st</sup> date, indicating there is alternate space for use by that date. He stated that there is a need to keep the space as is, and adhere to the four-month agreement, providing occupancy in January.

Brauer stated that this creates the issue of possible jeopardy is for TSA, their budget could be reduced, and this may result in a gamble going into the next fiscal year for having funds budgeted.

Discussion followed on possible relocation of UW staff and equipment to accommodate the space to allow for rental to the TSA by August 1<sup>st</sup>.

Krouze questioned how much confidentiality is required by the person using the space, noting if there isn't much need for confidentiality, use of a small temporary partition might be used to create a space in another area currently rented by the UW in the lower level of the airport until such time as a decision is made on the relocation of the entire department.

Potters questioned if relocating of this space would require relocation fees. Since Desmond was out of the meeting room at this time, the committee went on to other items on the agenda and opted to further discuss this issue once counsel was available for comment.

#### **PRELIMINARY REVISED DRAWINGS OF PROPOSED SHERIFF'S DEPARTMENT/HAZMAT STORAGE/PROGRAM SPACE**

Krouze provided those present with updated drawings from Ayres Associates. Krouze reviewed the plans with those present, noting that staff worked on trying to create a more affordable option by reduction of storage and program space, and by removing the Department on Aging bus storage space. He indicated that the revised plan incorporates space for the radio technician, buildings & grounds, a loading dock, provides for sheriff's cold storage and a heated area for hazmat for both program space and vehicle storage. It was noted that the revised estimated cost is \$1.8 million, which may be able to be further reduced.

Hoffman noted that the revised plan again includes a driveway that had been eliminated from one of the other revisions.

Krouze stated that he felt building the facility without rear access would be a mistake. He stated that this would allow for the space to be more functional and provides for more usable space.

Chairman Sharon arrived at the meeting at approximately 10:40 a.m.

Krouze indicated that the cost per square foot had been reduced to \$144 per square foot, and the building square footage had been reduced to about 12,500 square feet. He stated that elimination in space was for the dive team, which will be stored elsewhere, and he indicated the radio technician space had also been reduced.

Sweeney stated that this revised plan came in with absolute needs versus wants, noting staff have followed Holewinski's suggestions and will do as much as

possible with existing square footage. He reiterated that staff came back with absolute needs.

Discussion followed with regard to the details of the drawings.

Krouze stated that the loading dock inclusion is needed. He related that it is a safety problem for staff in not having a loading dock, and noted that this was missed when the building was built. Krouze also related his concerns about the waste of time not having a loading dock means for the staff for that facility.

Jacobson questioned what their plan might be for proper storage for the buses. She stated that she doesn't know where their buses will be.

Chairman Sharon responded that the committee doesn't know at this time.

Jacobson stated that she understands that including the bus storage impacts the cost, and the remainder of the building would primarily serve the sheriff's department. She questioned what was envisioned for plans for bus storage.

Krouze stated the appraisal of the River Street building came in at about \$205,000. Krouze stated that he believed about 4,000 square feet was designed for bus storage in the original plan, which would eliminate \$650,000 from the original cost.

Holewinski suggested that the hallway be reconfigured to reduce the space.

Krouze explained that staff included the hallway, trying to reduce the heated space and separate it from the non-heated space.

Holewinski stated he would consider keeping the River Street property with some modification of the space, and continue to store the aging buses at that site. He stated that he would estimate that the space would come in at a cost much less than what the architect estimates.

Hoffman stated that the \$1.8 million storage cost would not "fly", particularly without the department on aging bus storage. He continued, "We need to do something that will be approved not only by the county board, but also by the taxpayers who will pay for the project."

Holewinski stated that the county would likely not receive the \$200,000 for the River Street property that it is appraised for, and by putting funds into this property for Emergency Management rather than placing that in the new storage space to be placed next to the law enforcement center, costs for the new storage facility could be cut.

The type of heating system to be used in the storage facility was discussed, with Krouze recommending that the most economical would likely be use of a modine system.

Holewinski stated that if the building length were shortened, and Hazmat left at River Street, the building could be lengthened in the future if Hazmat needs to be moved at some point in the future.

Sweeney stated that his committee has asked that the county continue to use county labor whenever possible, to minimize cost, and that means there is a need for county staff to have a work space. He discussed the need for buildings & grounds and the radio technician to have a dedicated space in which to work.

Hoffman stated that he wouldn't want to see a lot of money put into the River Street building.

Holewinski suggested that the buses be moved into the back building, plus use that space for buildings & grounds storage.

The committee instructed Krouze to go to the architect for a re-design that would involve removing about half of the proposed addition, but with the inclusion of the loading dock, along with the indicated radio technician space, buildings & grounds space, and sheriffs department storage space included.

Sweeney noted these are very important county programs that require space.

Holewinski predicted that the cost will never get passed at county board.

Sweeney stated that he appreciated what has been said, and noted that staff have tried to work to keep cost down. He indicated that the sheriff's department need for space would not be met by a separate cold storage building. Sweeney stated that inclusion of the loading dock in necessary as this has been an ergonomic issue, and was missed by the original plans as was the room for maintenance work, noting that the space being requested now matches pretty closely with what was cut for the building at the time it was built.

Hoffman noted it was decided long ago that money would not be put into the River Street building, but it could be a solution that might be more cost-effective for the county.

Sweeney stated that they've waited for twelve years for the resolution of these issues. He asked that the loading dock be included to resolve the ergonomic issues for buildings & grounds staff. He stated that the architect could refine this further.

Krouze stated that 1,000 square feet has been reduced, plus the square footage cost would drop.

Motion by Holewinski to proceed with the cost analysis and redesign to eliminate Hazmat from this drawing, and to have Krouze research the cost to remodel River Street to cover Hazmat and Department on Aging storage. Second by Dean. Dean stated he could not support anything like this. He stated that we are continuing to spend more time and more money. All aye, with the exception of Supervisor Dean, who voted no.

### **LEASE, CONTINUED**

Upon Desmond's return to the meeting room he indicated that relocation assistance would not apply, as this is just a reallocation of who is using the space. He stated that the city and county all ready own the property so relocation assistance would not apply.

Supervisor Holewinski instructed staff to make this work for the short-term so the space can be rented to TSA.

Motion by Holewinski to adjust the lease agreement as it presently exists to allow for occupancy by TSA by August 1, 2010. Second by Dean. All aye on voice vote.

### **RHINELANDER MOVING BUILDING, 4497 COUNTY HIGHWAY C, RHINELANDER, WI**

Krouze related that Supervisor Dean requested this be put on today's agenda. He provided copies of a letter from the owner of the building to make it suitable, in his opinion, for the county's needs. Krouze reviewed the letter.

Supervisor Dean stated that the price difference would be split if this building were to be remodeled. He stated that is why he brought this forward. He stated that there are not many places that are being looked at for this storage, and that he felt since options are limited, we should take another look at this. Dean stated that Hazmat could also utilize the space of the Rhinelander Moving Building.

Desmond stated that the prevailing wage law would be in effect on these proposed projects, and would likely impact the cost that has been quoted.

Krouze stated that there would be the cost of renovation, plus \$350,000 and trading the River Street building.

Dean stated he felt this could save the taxpayers a lot of money.

Supervisor Hoffman stated that the buildings didn't impress him a whole lot more than the county's River Street facility.

Dean questioned if the committee would rather not proceed this way.

Hoffman commented that he thought the committee went through this previously.

Dean stated that the owner has offered to split the difference in cost.

Supervisor Holewinski noted that there is less work to do to the other buildings than what would be required at this facility, and stated that he was not in favor of this at this time. He stated that this would not be worth pursuing. Holewinski continued, the space doesn't meet any of the needs that were identified in the space needs study, noting that he cannot see wasting the money to remodel.

Hoffman pointed out that the cost isn't just the \$350,000; the county would also be giving them the River Street facility.

Dean moved that Krouze pursue information on the Rhinelander Moving property, and see if it is worthwhile to purchase, with the results to be taken to the county board. The motion died due to lack of a second.

#### **COURTHOUSE SECURITY**

Motion by Dean/Hoffman to enter into closed session pursuant to Section 19.85(1)(d), Wisconsin Statutes, "Considering strategy for crime detection or prevention.", for the purpose of discussion courthouse security. A roll call vote taken at approximately 11:37 a.m. indicated Hoffman, Holewinski, Dean, and Sharon voted aye.

Staff present during the closed session deliberation included Hess, Potters, Krouze, Desmond and Brunette, with Supervisor Wolk also present.

#### **RETURN TO OPEN SESSION**

Motion by Sharon/Dean to return to open session. A roll call vote taken at 12:05 p.m. indicated Hoffman, Holewinski, Dean, and Sharon voted aye.

Desmond announced that the committee took action on courthouse security while in closed session.

#### **NON BUDGETED ITEM REQUESTS**

There were no requests

#### **BILLS, VOUCHERS, LINE ITEM TRANSFERS, BLANKET PURCHASE ORDERS**

Krouze presented bills and vouchers for committee review. A list of blanket purchase orders paid since the previous meeting was mailed to committee members in their agenda packets. Motion to approve payment of the bills and blanket purchase orders by Holewinski/Dean. All aye on voice vote.

**PUBLIC COMMENT**

There was no public comment.

**ITEMS FOR NEXT AGENDA**

Chairman Sharon announced that items for the next agenda would be courthouse security, and other items as they arise.

**REVIEW UPCOMING MEETING DATE**

Chairman Sharon noted that the next meeting date had previously been scheduled for Monday, June 21, 2010 at 10:00 a.m.

**ADJOURNMENT**

The meeting adjourned by a motion of Hoffman/Dean. The time was 12:08 p.m. All aye on voice vote.

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Jim Sharon,  
Chairman

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LuAnn Brunette,  
Committee Secretary